



# USER MANUAL

## Part 8

### - End of Year Reports

**Software** for the benefit of  
community group treasurers and  
the peak bodies supporting them

# PART EIGHT

---

Welcome to the Part 8 and the end the Admin Bandit user manual, which is about **End of Year Reports**.

This is where you'll learn how to prepare financial data for your annual general meeting, auditor and perhaps even to brief an incoming treasurer. Essentially, it's about closing the books on the current financial year, so you can start the new one with a clean slate.

## CONTENTS

---

END OF YEAR REPORTS	3
END OF YEAR FINANCIAL REPORTS	3
EPILOGUE	12
INDEX	13

# End of Year Reports

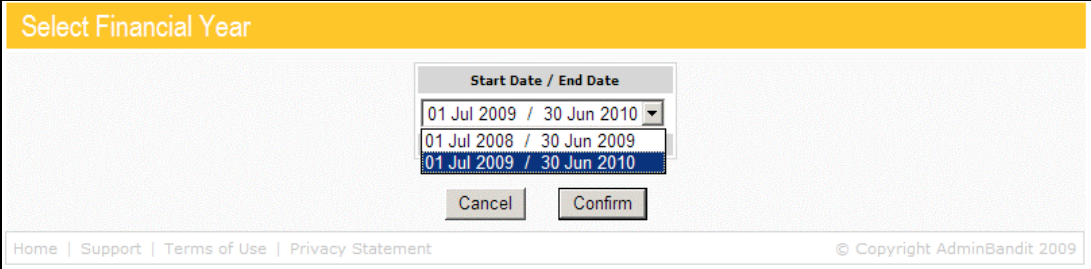
Psst ... here's a secret: once upon a time, the end of the financial year used to be a nightmare for volunteer treasurers. But thanks to Admin Bandit, it's now a breeze — in fact, you can now produce all your annual financial statements in less time than it takes to eat a packet of chocolate biscuits (hmm ... that's a claim we need to test in the Admin Bandit office)!

Even better, you'll fly through this final section of our user manual ... because you've actually covered all of your end-of-financial year tasks, apart from the **Reconciliation Report**, in other parts of this user manual.

---

## END OF YEAR FINANCIAL REPORTS

Start by selecting **End of Year Reports** in the **Reports** pull-down menu on the main menu bar. This takes you to a **Select Financial Year** screen, where, as you can probably guess, you need to select the financial year in question from the pull-down **Start Date/End Date** box.



Click **Cancel** if you don't wish to proceed (this will direct you to the **Transaction List**) or **Confirm** to continue. The latter takes you to an **End of Year Reports List** screen, which is divided into two boxes:

1. **Financial Year**
2. **Available Reports.**

**End of Year Reports List**

**Financial Year**

**Start Date:** 01 Jul 2008      **End Date:** 30 Jun 2009      [Change](#)

**Available Reports**

- ☒ Transaction Report
- ☒ Equipment Report
- ☒ Categories (Detailed) Report
- ☒ Fund Raising/Event (Detailed) Report
- ☒ Categories (Summary) Report
- ☒ Fund Raising/Event (Summary) Report
- ☒ Player Fees Report
- ☒ Reconciliation Report

[Cancel](#)      [Confirm](#)

[Home](#) | [Support](#) | [Terms of Use](#) | [Privacy Statement](#)      © Copyright AdminBandit 2009

## Financial Year

The solution is easy if you accidentally picked the wrong financial year — click the **Change** button to return to the **Select Financial Year** screen.

## Available Reports

As you can see in the illustration above, eight reports will generate from the **End of Year Reports List**, of which, as we mentioned earlier, the **Reconciliation Report** is the only one you haven't previously learned to create.

You'll notice the ticked boxes next to the available reports are inactive. **This is normal, so don't worry** — it simply indicates that reports will be generated.

Now this is where life gets interesting. The illustration below shows what happens when you try to generate your **End of Year Reports** without fully reconciling your accounts first — as the message in red notes, you cannot produce a **Reconciliation Report** until all your accounts for the full financial year are verified. Obviously, you can't do this until the financial year in question is over. Hey, we can hardly let you present data to your AGM and auditor that might contain errors! Besides, it's not as if you'll need to generate **End of Year Reports** in general until the year has passed and your accounts are finalised.

So, if you get this message and the current financial year is over, you have two options:

1. Grab your bank statements, reconcile your accounts and come back to this point later (of course, for the sake of learning, you're welcome to keep reading and follow our sample graphics for the rest of this chapter)
2. Generate all your reports, except the **Reconciliation Report**, which you can come back to later.

**End of Year Reports List**

**Financial Year**

**Start Date:** 01 Jan 2009    **End Date:** 31 Dec 2009    [Change](#)

**Available Reports**

- ☒ Transaction Report
- ☒ Categories (Detailed) Report
- ☒ Categories (Summary) Report
- ☒ Member Fees Report
- ☒ Equipment Report
- ☒ Fund Raising/Event (Detailed) Report
- ☒ Fund Raising/Event (Summary) Report

☐ A reconciliation must be done for all accounts as at the end of the financial year before the report is available

[Cancel](#)    [Confirm](#)

[Home](#) | [Support](#) | [Terms of Use](#) | [Privacy Statement](#)    © Copyright AdminBandit 2009

If you previously ran the **End of Year Reports** without the **Reconciliation Report**, when you next generate the **End of Year Reports**, you can choose if you want to generate all the reports again or just the **Reconciliation Report** as shown below.

End of Year Reports List

Financial Year

Start Date: 01 Jul 2008End Date: 30 Jun 2009Change

Available Reports

☒ Transaction Report

☒ Equipment Report

☒ Categories (Detailed) Report

☒ Fund Raising/Event (Detailed) Report

☒ Categories (Summary) Report

☒ Fund Raising/Event (Summary) Report

☒ Member Fees Report

☒ Reconciliation Report

These reports have been generated previously. Please select:

☐ All Reports

☒ Only Reconciliation Report

CancelConfirm

Home | Support | Terms of Use | Privacy Statement© Copyright AdminBandit 2009



## My Accounts Are Reconciled But Admin Bandit Says They're Not!

Check which financial year you've selected in the **Financial Year** box. Chances are, you've got ahead of yourself and accidentally selected the next financial year, rather than the one just gone.

Okay, click **Confirm** to generate your reports and go to the **End of Year Report Results** screen or **Cancel** to return to the Select Financial Year screen.

## End of Year Report Results

End of Year Report Results

Report	Account	File Name	
Transaction Report	Investment Account	EOY_Transaction_Report_20091114_demo_554.pdf	<a href="#">Download</a>
Transaction Report	Main Account	EOY_Transaction_Report_20091114_demo_553.pdf	<a href="#">Download</a>
Equipment Report	All Accounts	EOY_Equipment_Report_20091114_demo.pdf	<a href="#">Download</a>
Categories (Detailed) Report	Investment Account	EOY_Categories_Detailed_Report_20091114_demo_554.pdf	<a href="#">Download</a>
Categories (Detailed) Report	Main Account	EOY_Categories_Detailed_Report_20091114_demo_553.pdf	<a href="#">Download</a>
Categories (Summary) Report	Main Account	EOY_Categories_Summary_Report_20091114_demo_553.pdf	<a href="#">Download</a>
Categories (Summary) Report	Investment Account	EOY_Categories_Summary_Report_20091114_demo_554.pdf	<a href="#">Download</a>
Fund Raising/Event (Detailed) Report	All Accounts	EOY_Events_Detailed_Report_20091114_demo.pdf	<a href="#">Download</a>
Fund Raising/Event (Summary) Report	All Accounts	EOY_Events_Summary_Report_20091114_demo.pdf	<a href="#">Download</a>
Member Fees Report	All Accounts	EOY_Fees_Report_20091114_demo.pdf	<a href="#">Download</a>
Reconciliation Report	Investment Account	EOY_Reconciliation_Report_20091114_demo_554.pdf	<a href="#">Download</a>
Reconciliation Report	Main Account	EOY_Reconciliation_Report_20091114_demo_553.pdf	<a href="#">Download</a>
All in One	All Accounts	EOY_Reports_20091114_demo.pdf	<a href="#">Download</a>

You can regenerate the reports later but these files will not be kept on the server. Please download them now.

Tip: You can just download the report "All in One", which contains all the previous reports in one unique pdf.

Cancel

Select Another Year

Home | Support | Terms of Use | Privacy Statement

© Copyright AdminBandit 2009

As you can see in our example above, all the reports have generated including the **Reconciliation Report** to illustrate some useful points:

1. Note that reports for all your bank accounts are generated; the more accounts you have, the more reports will be generated
2. You can either individually download reports or create one large document that contains all reports in one.
3. Any reports you don't download now will need to be regenerated later — Admin Bandit will not store them.

The process for downloading reports is the same as previously covered. Click on any red **Download** link in the far right column to generate a report. This takes you to a Report generated screen, where you need to click the red **here** link to download your report. This activates a **Done** screen and a **File Download** window, which gives you three options:

1. **Open**: opens your report in Adobe Reader
2. **Save**: saves your report to your computer as a PDF file
3. **Cancel**: terminates your report.

It goes without saying that you need to at least save a copy of your report ... after all, you will need to create copies at some point for your auditor, committee and annual report.

You'll be returned to the **End of Year Report Results** screen when any of the above three actions are complete — unless you download all reports in a single document, you'll need to keep working.



Finally, let's check out the two buttons at the bottom of the screen. **Cancel** takes you to the **Transaction List**, while **Select Another Year** returns you to the **Select Financial Year** screen.

## Understanding Your End of Financial Year Reports

As we've been through all but one of these reports previously in this chapter, we'll only examine the **Reconciliation Report**, which is a record of how your accounts have been proved accurate by adding or subtracting where relevant the following transactions types to or from your account balances:

1. Deposits and other credits to your bank accounts
2. Cheques and other withdrawals from your bank accounts
3. Outstanding receipts (income due but not yet paid)
4. Unpresented cheques (payments made but not yet banked by receiver)

Now, you've already learned that reconciling your accounts is anything but scary, so checking out this report using the key below and the example on the next couple of pages will be easy.

- ① Your organisation's name
- ② Name of report
- ③ Account/s included
- ④ Time period of report
- ⑤ Opening account balance
- ⑥ Cleared transactions
- ⑦ Cleared deposits/credits by: date, number, name and amount
- ⑧ Total cleared deposits/credits
- ⑨ Adjusted bank account balance including deposits/credits
- ⑩ Cleared cheques/withdrawals by: date, number, name and amount

- 11 Total cleared cheques/withdrawals
- 12 Adjusted bank account balance including deposits/credits and cheques/withdrawals
- 13 Uncleared transactions that account for differences between your records and your bank statement
- 14 Outstanding receipts (income still owed) by date, number, name and amount
- 15 Total income owed to you
- 16 Bank account balance adjusted (added) to include income owed to you
- 17 Unpresented cheques (debts paid that haven't cleared in receiver's bank account) that account for differences between your records and your bank statement
- 18 Total payments owed to others
- 19 Bank account balance adjusted (subtracted) to include payments owed by you
- 20 Note advising of difference between your records and your bank statement of the amount of your petty cash if you haven't remembered to use the **Repaid Petty Cash** field on the **Add Deposit** screen

**1 Robyn Hood's Merry Men**  
**2 END OF YEAR RECONCILIATION REPORT**  
**3 Main Account**  
**4 01 Jul 2008 to 30 Jun 2009**

**5 Opening Balance** \$ 1,500.00

**6 BANK STATEMENT - CLEARED TRANSACTIONS:**

**7 Deposits and Other Credits:**

02/01/2009	1	Angelina Jolie	\$ 568.00
03/01/2009	34	Big Blue Bear	\$ 1,620.00
03/01/2009	4	Angelina Jolie	\$ 500.00
03/01/2009	46	Little John	\$ 500.00
03/01/2009	5	Brad Pitt	\$ 150.00
05/01/2009	47	Matt Damon	\$ 150.00

**8 Total** \$ 3,488.00 → + \$ 3,488.00

**9 Subtotal** \$ 4,988.00

**10 Cheques and Payments:**

02/01/2009	44	Little John	\$ 100.00
------------	----	-------------	-----------

**11 Total** \$ 100.00 → - \$ 100.00

**12 Ending balance of bank statement** \$ 4,888.00

**13 YOUR RECORDS - UNCLEARED TRANSACTIONS:**

**14 Plus outstanding receipts:**

06/01/2009	48	Naomi Watts	\$ 60.00
28/01/2009	87	Ben Affleck	\$ 600.00

**15 Total** \$ 660.00 → + \$ 660.00

**16 Subtotal** \$ 5,548.00

**17 Less unpresented cheques:**

02/01/2009	55	Cadburys	\$ 505.00
15/01/2009	25	Rebel Sport	\$ 887.36
27/01/2009	48	Brad Pitt	\$ 99.26
28/01/2009	89	Telstra	\$ 85.65

**Robyn Hood's Merry Men**  
**END OF YEAR RECONCILIATION REPORT**

Main Account

01 Jul 2008 to 30 Jun 2009

**Less unpresented cheques: (cont)**

02/02/2009   88   Ikea

\$ 2,650.00

**18**

Total

\$ 4,227.27 → - \$ 4,227.27

**19**

Closing balance as per the accounts

\$ 1,320.73

**20**

**N.B.** If you have recorded a Petty Cash Float and it hasn't been repaid using the "Repaid Petty Cash" field on the Add Deposit screen, the balance on this report will vary from the Transaction List by the value of the float/s.

  
**admin  
bandit®**  
*www.adminbandit.com.au*

**Let's have a drum roll.**

**Did you hear it?**

**Um, perhaps you'll just have to imagine it. Go on ... it's worth it because you've just finished working your way through this user manual!**

# **CONGRATULATIONS**

**You have mastered Admin Bandit!**

**If you have any queries and suggestions,  
or need further help using this software,  
please contact our [Support Desk](#):**

**In the meantime, enjoy your journey  
as a volunteer treasurer, and  
thank you for giving your time and energy  
to make our community a better place.**

**It is a pleasure for us to be part of what you do ... here's to  
volunteer treasurers!**

# INDEX

---

The Admin Bandit user manual is big ... so big, in fact, that we've divided it into eight parts for speedier download. While each part has its own contents page, there are times when you'll want to know where specific functions are covered — immediately ... without having to sift through a mountain of pages first.

So here it is: an index to what is included where.

## PART 1

<b>INTRODUCTION</b>	<b>4</b>
<b>HOW ADMIN BANDIT WORKS FOR YOU</b>	<b>4</b>
<b>HOW TO USE THIS MANUAL</b>	<b>6</b>
<b>HOW TO SET UP ADMIN BANDIT</b>	<b>8</b>
<b>OPTIONS</b>	<b>13</b>
<b>BANK ACCOUNTS</b>	<b>13</b>
<b>USER DETAILS</b>	<b>18</b>
<b>CLIENT DETAILS</b>	<b>22</b>
<b>PEOPLE</b>	<b>30</b>
<b>ADD GROUP</b>	<b>31</b>
<b>ADD MEMBER</b>	<b>34</b>
<b>GROUP LIST</b>	<b>38</b>
<b>POPULATE GROUPS</b>	<b>45</b>
<b>MEMBER LIST</b>	<b>46</b>
<b>MEMBER NOTICES LIST</b>	<b>54</b>
<b>IMPORT MEMBERS</b>	<b>68</b>
<b>CATEGORIES</b>	<b>77</b>
<b>CATEGORIES</b>	<b>77</b>

## PART 2

<b>MONEY</b>	<b>3</b>
ADD RECEIPT	4
ADD PAYMENT	10
ADD FEE RECEIPT	15
PRINT RECEIPTS	20
TRANSACTION LIST	25
INVOICES OUT LIST	38
<b>EVENTS</b>	<b>50</b>
ADD EVENT	50
EVENTS LIST	52
<b>DEPOSITS</b>	<b>55</b>
ADD DEPOSIT	55
DEPOSITS LIST	60

## PART 3

<b>RECONCILE</b>	<b>3</b>
RECONCILE	3

## PART 4

<b>TREASURER'S REPORT</b>	<b>3</b>
TREASURER'S REPORT	3

## PART 5

<b>MONEY REPORTS</b>	<b>3</b>
TRANSACTION REPORT	4
CATEGORIES (DETAILED) REPORT	8
CATEGORIES (SUMMARY) REPORT	14
BUDGET REPORT	17
QUARTERLY BAS	21
EQUIPMENT REPORT	28
INVOICES OUT (DETAILED) REPORT	32
INVOICES OUT (SUMMARY) REPORT	36

## PART 6

<b>MEMBERSHIP REPORTS</b>	<b>3</b>
---------------------------	----------

MEMBER DETAILS REPORT	4
MEMBER FEES REPORT	8
GROUPS REPORT	15
<b>PART 7</b>	
FUNDRAISING/EVENT REPORTS	3
FUNDRAISING/EVENT (DETAILED) REPORT	3
FUNDRAISING/EVENT (SUMMARY) REPORT	8
<b>PART 8</b>	
END OF YEAR REPORTS	3
END OF YEAR REPORTS	3
EPILOGUE	12
INDEX	13